Department of Administration
Employee Separation Checklist

Employee: _____
Division: _______

Supervisor: ______
Separation Date: ______

Instructions: The following checklist is to assist divisions with departure procedures that should occur prior to the employee's employment separation. The supervisor should provide a copy to the departing employee and a copy kept in the employee's file. Any items that are not relevant to that particular employee should be marked N/A. All boxes must be marked appropriately. The second page identifies other separation responsibilities by Division.

Supervisor

☐ Written notification of separation received
☐ Final performance appraisal completed by last day of employment (copy provided to employee)
☐ Inventory of equipment assigned to employee have been returned (i.e. uniforms, laptop, pager, phone, credit cards, calling cards, e-procurement card, automobile, keys)
☐ Time Sheet has been approved in Beacon immediately following last day of employment
☐ Office supplies, files, manuals, and other materials have been returned
☐ Personal items have been removed from workspace
☐ Provide the name of designated person who should be given access to separated employee's e-mail and network home drive or for deletion of them, by e-mailing this information to its.incidents@its.nc.gov.
☐ Submit RACF form for deletion of ID, if necessary, to DOA CIO.

Personnel Contact

☐ Personnel Action Form with resignation letter attached is provide to Human Resources
(Submit same day as notification is received in writing from employee)
☐ Open IT ticket requesting for transfer or deactivation of NCID.
☐ Final Performance Appraisal submitted to Human Resources within one (1) week of separation
☐ Time quota balances have been verified as correct
☐ Forwarding address & contact information has been requested (submit to HR via e-mail)
☐ Voice mail message has been changed to include appropriate contact information
☐ 'Out of Office Assistance' has been set for email with future contact information
☐ ID badge has been returned to Human Resources following separation

Employee Signature: ________________________________ Date: _________

Supervisor or Personnel Contact: ________________________ Date: _________

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Human Resources

- Receive copy of Personnel Action Form with resignation letter attached
- Process Personnel Action Form
- Communicate separation to appropriate staff/departments via email
- Reviewed options regarding benefits with employee
- Provide Benefit Separation Memorandum via e-mail or hard copy
- Receive final Performance Appraisal.
- Offer and conduct Exit Interview with separating employee if requested
- Personnel File placed in Employee Separations file cabinet
- Revoke access to Beacon Security

Information Technology

- Transfer to new agency or deactivate and archive NCID
- Provide access to E-mail to designated person for public record review prior to deletion
- Move existing home drive under designated person
- Inactivate and delete RACF, if necessary
- Inactivate and delete any miscellaneous ID's

Fiscal

- Remove separating employee's name from authorized signature lists
- Verify outstanding debts or expense reimbursements and add to final paycheck
- Verify annual leave, compensatory time, sick leave balances and salary adjustments
- Receive credit cards, e procurement cards and calling cards from Division

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